



New South Wales

Legal Profession Act 1987

Legal Practitioners Transitional Admission Rules 1994

By decision of the Legal Practitioners Admission Board:

- Forms 3, 3A, 10, 11, 12 and 17 respectively of the First Schedule are amended to take the form attached.

2001 No 91

Legal Practitioners Transitional Admission Rules 1994

Legal Practitioners Admission Board		Application for admission as a legal practitioner		
Character reference				
Form 3				
Applicant's name	surname		given names	
Person giving reference: name	surname		given names	
address postcode			
phone	home	()	bus	()
occupation				
age	30 years or more <input type="checkbox"/> - <i>you cannot give a reference if you are under 30</i>			
period known applicant	years	- <i>you cannot give a reference if it is less than 3 years</i>		

Important considerations in giving this reference

Legal practitioners hold positions of great trust in the community. They deal with private and personal affairs of their clients and handle highly confidential information. They also manage trust funds which can contain large amounts belonging to clients. It is therefore critical that they are people of principle, honesty, skill and responsibility. It is also critical that they have a reputation for such qualities.

The Board would be most appreciative if you took these important roles and duties of legal practitioners into consideration in agreeing to give a reference and in assessing the applicant's character, reputation and suitability to become a legal practitioner.

State the circumstances in which you have known the applicant (you must not be related to the applicant by blood or marriage) and give your opinion of their character and reputation.

(Please continue over page if necessary)

Signature

date

Please return to applicant for inclusion with their application

Legal Practitioners Transitional Admission Rules 1994

**Legal
Practitioners
Admission
Board**

Application for admission as a legal practitioner

Character reference

Form 3A

Applicant's name	surname	given names
Person giving reference:	surname	given names
name
address
phone	home ()	bus ()
position - <i>you must be a lawyer</i>	
firm or organisation	
age	30 years or more <input type="checkbox"/> - <i>you cannot give a reference if you are under 30</i>	
period known applicant - <i>you cannot give a reference if it is less than 3 years</i>

Important considerations in giving this reference

Legal practitioners deal with private and personal affairs of their clients and handle highly confidential information. They also manage trust funds.. It is therefore critical that they are people of principle, honesty, skill and responsibility. It is also critical that they have a reputation for such qualities.

The Board would be most appreciative if you took these important roles and duties of legal practitioners into consideration in agreeing to give a reference and in assessing the applicant's character, reputation and suitability to become a legal practitioner.

State the circumstances in which you have known the applicant
(you must not be related to the applicant by blood or marriage) and give your opinion of their character and reputation.

(Please continue over page if necessary)

Signature

..... date

Please return to applicant for inclusion with their application

Legal Practitioners Admission Board		Application for Admission as a legal practitioner Form 10: Use if you have not been admitted anywhere before	
1 Ceremony Applicant 2 full name 3 address 4 phone fax 5 Academic qualifications requirements <i>Read instructions on page 2 first</i>		Scheduled admission ceremony preferred <input type="text"/> / <input type="text"/>	
		surname <input type="text"/> given names <input type="text"/>	
		<input type="text"/> <input type="text"/>	
	 <input type="text"/> postcode <input type="text"/>	
		home <input type="text"/> bus <input type="text"/> home <input type="text"/> bus <input type="text"/>	
		5.1 Completed the Board's examinations. <input type="checkbox"/> - student no. <input type="text"/> 5.2 Law degree from a NSW university <input type="checkbox"/> - give details University <input type="text"/> degree <input type="text"/> date qualified <input type="text"/> - attach original transcript of academic record	
		5.3 Law degree from another Australian university <input type="checkbox"/> - give details University <input type="text"/> degree <input type="text"/> date qualified <input type="text"/> - attach original transcript of record AND Dean's certificate in prescribed form	
5.4 Board exemption assessment and non-Board further studies <input type="checkbox"/> - attach copy of Board's final exemption assessment letter			
6 Practical training requirements <i>Read instructions on page 2 first</i>		6.1 Course accredited by the Board <input type="checkbox"/> course <input type="text"/> institution <input type="text"/> - attach original certificate	
		6.2 Exemption from requirements - Rule 98(1) <input type="checkbox"/> - attach copy of the Board's letter granting the exemption and original certificate(s) showing satisfaction of conditions imposed (if any)	
		6.3 Exemption from requirements - Rule 98(2) <input type="checkbox"/> - attach: copy of the Board's letter granting the exemption; undertaking required by Rule 98(2)(d); and original certificates showing satisfaction of conditions imposed (if any)	
7 Declaration <i>Read instructions on page 2 first</i>		7.1 I have not been admitted, or been refused admission, as a lawyer in any jurisdiction in the world.	
		7.2 The information I have given in this form is true and complete.	
		7.3 I have not done anything likely to affect adversely my good fame and character, and am not aware of any circumstance that might affect my fitness to be admitted as a legal practitioner (CROSS OUT the following words if you do not have anything to disclose) unless the Board considers that my good fame and character or my fitness may be affected adversely by the circumstances in the attached "Disclosure" signed by me.	
Signature of applicant <input type="text"/> date <input type="text"/>			

SEE OVER

Legal Practitioners Transitional Admission Rules 1994

Legal Practitioners Admission Board		Application for Admission as a legal practitioner Form 11: Use if you have been admitted outside Australia and New Zealand but never in Australia or New Zealand		
1 Ceremony		Scheduled admission ceremony preferred <input type="text"/> / <input type="text"/> / <input type="text"/>		
2 Applicant full name		surname <input type="text"/>		given names <input type="text"/>
3 address		<input type="text"/> <input type="text"/> postcode		
4 phone fax		home <input type="text"/> (<input type="text"/>)	bus <input type="text"/> (<input type="text"/>)	
5 Where admitted		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<i>Read instructions on page 2 first</i>		<ul style="list-style-type: none"> attach original certificates (not more than 35 days old) from each admitting authority, showing your date of admission and that you are in good professional standing in the jurisdiction. 		
6 Academic qualifications requirements		<p>6.1 Board exemption assessment and/or Board examinations <input type="checkbox"/> Student-at-Law number (if applicable) <input type="text"/></p> <p>6.2 Law degree from a NSW university <input type="checkbox"/> - give details University <input type="text"/> degree <input type="text"/> date qualified <input type="text"/></p> <ul style="list-style-type: none"> attach original transcript of academic record <p>6.3 Law degree from another Australian university <input type="checkbox"/> - give details University <input type="text"/> degree <input type="text"/> date qualified <input type="text"/></p> <ul style="list-style-type: none"> attach original transcript of record AND Dean's certificate in prescribed form <p>6.4 Board exemption assessment and non-Board further studies <input type="checkbox"/> • attach copy of Board's final exemption assessment letter</p>		
7 Practical training requirements		<p>7.1 Course accredited by the Board <input type="checkbox"/> course <input type="text"/> institution <input type="text"/> - attach original certificate</p> <p>7.2 Exemption from requirements - Rule 98(1) <input type="checkbox"/> • attach copy of the Board's letter granting the exemption and original certificate(s) showing satisfaction of conditions imposed (if any)</p>		

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8 Declaration

*Read instructions
on page 2 first*

8.1 The information I have given in this form is true and complete.

8.2 To the best of my knowledge my name still remains on the roll in every jurisdiction in which I have been admitted.

8.3 I have not done anything that would cause my name to be struck off the roll of any jurisdiction in which I have been admitted (CROSS OUT the following words if they do not apply) except as set out in the attached 'Disclosure' signed by me.

8.4 No investigator or receiver has ever been appointed in respect of any trust account conducted by me in my practice as a lawyer (CROSS OUT the following words if they do not apply) except as set out in the attached 'Disclosure' signed by me.

8.5 I am not the subject of a reference to any court or to any disciplinary body in respect of my conduct or practice as a lawyer (CROSS OUT the following words if they do not apply) except as set out in the attached 'Disclosure' signed by me.

Signature of applicant

	date
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Checklist of documents to be attached

A. Fee: \$350 (make cheque payable to the Legal Practitioners Admission Board)

B. Character reference: original from
original from

C. question 5: original certificates of admitting authorities

D. question 6.2: original transcript of NSW University record
question 6.3: copy of Board's letter on completion of academic requirements
OR original transcript of university record and
original Dean's certificate (see Instruction on page 2)

question 6.4: copy of Board's final exemption letter

E. question 7.1: original certificate of practical training course completed
7.2: copy of Board's letter of exemption
original certificates showing satisfaction of conditions

F. question 8.3, 8.4, 8.5: original of any "Disclosure" signed by applicant

How to return your application

1. Put the application form on top, then the cheque for the fee, character references and finally other attachments. (Do not return pages 1 and 2).
2. Return form and attachments to:

**The Admissions Officer
Legal Practitioners Admission Board**

**GPO Box 3980
Sydney NSW
2001**

or

**DX 602
Sydney**

or

By hand only
**Level 4,
99 Elizabeth St
Sydney NSW 2000**

Legal Practitioners Transitional Admission Rules 1994

Legal Practitioners Admission Board		Application for Re-admission as a legal practitioner Form 12: Use only if your name has been removed from the roll in NSW	
1 Applicant full name 2 address 3 phone 4 fax 5 Admission in NSW 6 Admission in other jurisdictions (Name each jurisdiction other than NSW in which you have ever been admitted) 7 Attachments (Attach the documents listed at right) 8 Declaration	surname <input type="text"/> given names <input type="text"/> <input type="text"/> postcode <input type="text"/> home <input type="text"/> bus <input type="text"/> home <input type="text"/> bus <input type="text"/> date of admission in NSW <input type="text"/> date struck off <input type="text"/> struck off by order of <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> A. Statement marked "A" setting out: <ul style="list-style-type: none"> • the circumstances leading to your name being removed from the Roll of Legal Practitioners; • your views of the above circumstances and decision; • events which have tended to re-establish your fame and character; • your law-related experience since your name was removed from the Roll; • any other matters which you believe are relevant to this application. B. Transcript of the proceedings which led to your name being removed from the Roll marked "B" C. Certificates of character in Form 3A or otherwise marked "C1", "C2" etc. D. An original certificate, dated no more than 30 days before this application, from the admitting authority in each jurisdiction in which you have ever been admitted showing your date of admission and your professional standing in the jurisdiction marked "D1", "D2" etc. E. Any other documentation relevant to your application marked "E1", "E2" etc.		
	Signature of applicant <input type="text"/> date <input type="text"/>		

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Legal Practitioners Admission Board		Application for Practical training exemption	
		pursuant to rule 98	
		Form 17	
1 Applicant 1 full name		surname <input type="text"/> given names <input type="text"/>	
2 address <input type="text"/>			
3 phone home <input type="text"/> bus <input type="text"/> fax <input type="text"/> bus <input type="text"/>			
4 Application category		This application is made pursuant to rule 98 <input type="checkbox"/> insert (1) or (2)	
5 Previous admission		If previously admitted elsewhere provide details jurisdiction <input type="text"/> date of admission <input type="text"/>	
6 Previous practical training		If practical training course completed in another jurisdiction provide details institution <input type="text"/> date of completion <input type="text"/>	
7 Documents in support of application		<p>In this section, tick the boxes which denote the attachments you are providing. Attachments should be A4 sized.</p> <p>Applicant under rule 98(1) applying on the basis of experience in New South Wales:</p> <ul style="list-style-type: none"> • a statement dealing with the matters set out in part 3 of the Law Society guidelines for applications for exemption marked "A"; <input type="checkbox"/> and • the certificates detailed in part 4 of the Law Society Guidelines for exemption marked "B" <input type="checkbox"/>. <p>Applicant under rule 98(1) applying on the basis of a practical training course and/or legal experience in another jurisdiction: supply as applicable -</p> <ul style="list-style-type: none"> • copy of certificate of admission in another jurisdiction marked "C" <input type="checkbox"/> • original certificate of completion of practical training or articles marked "D" <input type="checkbox"/> • signed statement setting out details of experience in law marked "E" <input type="checkbox"/> <p>Applicant under rule 98(2):</p> <ul style="list-style-type: none"> • evidence in support of the requirements of paragraphs (a), (b) and (c) of subrule (2) marked "F"; <input type="checkbox"/> and • undertaking pursuant to rule 98(2)(d) marked "G" <input type="checkbox"/> 	
8 Declaration of applicant		To the best of my knowledge and belief the information in this application is accurate.	
		<input type="text"/> date <input type="text"/>	

For lodgement and processing details see over

BY AUTHORITY